

February 2011

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All SBA programs and services are provided on a nondiscriminatory basis.

Comments regarding the newsletter are always welcome. Contact Virginia Smith at virginia.smith@sba.gov or 315-471-9393 ext. 250

Helpful Hints from the Standard 7(a) Processing Center

1. Application Submission for Standard 7(a) and S/RLA:

Use "Send this File". This is the most preferred method because it is easy to use, does not have file size limitations, and can be accessed by several SBA personnel.

To send it this way: Go to <http://www.sba.gov/aboutsba/sbaprograms/elending/lqpc/index.html> and click "Submit 7(a) Loan Documents Here", enter the required information and attach the files.

E-mail it to the standard 7a program in box.

This option is for loan file total size that does not approach 9 MB in size. If the file size nears or exceeds 9 MB though, the e-mail will not go through and neither the sender nor SBA will know that it did not go through.

The e-mail address is:
7aLoanProgram@sba.gov.

Mail it via Fed-X or regular US Mail. The mailing address is posted on the website.

Fax it to the fax server.

(916) 735-1975 (Citrus Heights) or
(606) 435-2400 (Hazard)

2. Putting Together the Application Package

Remember to include Lender contact person(s) name(s), institution name, address, phone number, fax numbers and email addresses (if available) on all correspondence. Please also

include the loan application control number once the application has been issued one. If there is a **loan package** that should be contacted, please make sure their information is included and prominently displayed in the submission package.

Ensure all sections of the SBA application forms and additional information are **complete** before submitting the loan package. Incomplete applications increase processing time, generate multiple screen out letters and in general cause delays for both the lender and borrower.

SBA expects Lenders to maintain a complete file, including original copies of all required SBA forms. The Center now maintains all application packages in an electronic file format. Do not send original signature copies. **Do not staple documents** (it increases the initial processing time.) The application package is scanned into an electronic format and the **paper documents are shredded**. Make sure all copies are clear and easy to read, since a scanned document is more difficult to read. The Center does not need binders, dividers, tabs etc. Lenders should scan or place the required documents in the order of the checklist and send it in. After the loan has been approved, and a loan number issued, the Commercial Loan Servicing Centers have access to these files.

Please first complete the 7(a) Eligibility Questionnaire, which can be found on the Center's website. If Lender believe that the applicant may be ineligible, please contact the Syracuse District Office or Center's Call

Continued on page 2

The Syracuse and Albany Small Business Excellence Luncheons are scheduled for May 2011. Please mark your calendars.

Syracuse - Monday, May 2
Albany - Monday, May 9

Save
The
Date

Small Business Excellence Award nomination submissions are due February 25. Please visit the website at <http://www.nywbc.org/form/luncheon.html> for table reservations and small business selections forms.

Please contact Cathy Pokines with questions at cathy.pokines@sba.gov or 315-471-9393 ext. 241 with questions.

e200 Emerging Leaders Initiative

Syracuse, NY has recently been selected as a new e200 Emerging Leaders executive-level training Initiative site. Since its inception in 2008, the e200 Emerging Leaders initiative has helped more than 600 promising small businesses owners across the country grow their businesses.

The goal of the e 200 Emerging Leaders Initiative is to identify 200 inner-city businesses across the country that show a high potential for growth—and to provide them the network, resources and motivation required to build a sustainable business of size and scale.

SBA is increasing outreach to areas historically challenged by high levels of unemployment and poverty. Bolstering entrepreneurial success in these areas will generate new jobs, attract investment, and provide a more sustainable economic base in distressed areas.

The e200 Emerging Leaders Initiative enables the participating small businesses to engage in an intensive curriculum focused on developing a winning, expansion strategy for their business, including options for capital access and contracting. Participants also will have the

opportunity to work with experienced mentors, attend workshops and develop connections with their peers, city leaders, and financial community. The Initiative will run executive training series in a number of urban areas and Native American communities during the 2011 cycle.

Lenders are encouraged to contact the Syracuse District Office if they have a business that might benefit from participation in the e200 Emerging Leaders Initiative. Qualifications for participation include:

- Have been established for at least three years
- Business annual revenue must be between \$400,000 and \$10 million per year
- Have employees (i.e. at least one employee besides the CEO participant)
- Be represented by the key decision maker of the qualified business
- Be located within the City of Syracuse or HUB-Zone census tracts
- Have the ability to commit 100 hours to the program between April—November, 2011

Helpful Hints from the Standard 7(a) Processing Center (cont.)

Center for guidance before requesting the applicant to complete the Form 4 Application.

The Center suggests submitting the following forms to the appropriate Agencies as early in the application process as possible to avoid any unnecessary delays in the application process: IRS Form 4506-T, Form 912 Statement of Personal History, and Form G-845.

Use the 7(a) Guaranty Application Submission Checklist as a guide when preparing the required documents. Submit a copy of this form with the loan application package.

2. How to use SendThisFile

If a lender tries to use the link below and access is blocked, it is most likely caused by the lender's internal computer security. Please let your IT department know it is a secure site, used by all the SBA centers, and all information is transmitted using 128 bit encryption. It will be up to the lender's IT to approve or block the website. If the IT still blocks the website, lenders can still email it to the standard 7a program inbox. This

option works fine as long as the total file size does not approach 9 MB in size. If the file size nears or exceeds 9 MB, the e-mail will not go through and neither the sender nor SBA will know that it did not go through. The e-mail address is: 7aLoanProgram@sba.gov

Please use the link below to go to the website...
<http://www.sba.gov/aboutsba/sbaprograms/elending/lgpc/index.html>

Once there, under the blue sky building, under Resources, click on the Submit 7(a) Loan Document Here. This link will redirect lenders to the file transfer system. Insert the following information in each box:

From: lender email address
Subject (optional): include the name of the business, control # or SBA loan #

Message: lender staff name, lender name, phone#, fax#, name of the business, control #, if already funded the SBA loan # and any other information wants the Center to know right away (needs legal review, etc.)

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Helpful Hints from the Standard 7(a) Processing Center (cont.)

File 1-5: Click on the Browse button next to the file # and it will open up your computer. Find the file you want, highlight the file, click open and it will put it in the File1-5 you have chosen. You can send up to 5 files at a time or put it into one big .zip file and attach it to File 1. (If you need to send more than 5 files for the same loan application, copy the message box before you send the first batch, you can then copy your message into the next blank message and save yourself some duplicate typing. If you are sending more than 1 email please number them 1 of 2, 2 of 2 etc.

Lenders can send any size file or zip file. If your scanner sends you the attachment in an e-mail, please remember to send only attachments **not** emails with attachments or the Center will receive only a .txt file and not the intended attachments.

Once all the files are attached, select the SendThisFile button. The grey squares will change to yellow and then to red. When the upload is complete, the cancel button will change to continue. At this point a lender can either continue and send more files using the same method as above, or if done close the webpage.

The Lender should receive an email from SendThisFile telling you that the upload was successful and then receive an email for each file as it is downloaded to our office.

Within 24 to 48 hours the lender should receive a confirmation fax from our office giving you a control number and verifying our receipt of the documents. If the lender does not receive the emails, or a confirmation fax, please call 916-735-1996 to check the file status.

3. Here is the information on how to use the SBA Recovery Queue.

Click on this link to reach the SBA Jobs Act Loan Queue <http://www.sba.gov/category/navigation-structure/loans-grants/small-business-loans/sba-loan-programs/sba-loan-queue/7a-loan-queue> .

On the website click the last bullet point titled: Your Position in 7(a) Loan Queue. Scroll down toward the bottom of the screen. Once there

enter the business EIN (best choice) or the primary applicants SSN, enter the correct information and then click the: Get Loan Application Number. The screen will then change and fill in the Loan Application Number box (if the loan has been submitted to E-Tran and is now approved pending funds).

Once the application number is in the box, click on: Get Position In Queue. The screen will then indicate... Loan Application Number: XXXXXXXXXX for \$x,xxx,xxx is in Position: XXX of the 7A JOBS ACT queue. There are XXX requests for \$XXX,XXX,XXX ahead in the queue.

Note: Applicants with multiple pending loans, that have the same EIN number, will not both be found by using the SBA Recovery Queue. The queue search will only pull up one loan. Lenders can contact the Center to determine the application numbers on multiple loans.

REMEMBER...this is for approved loans pending funds **not** loan applications waiting to be reviewed by the Processing Centers.

5. New Alien Verification process.

SBA has created a fast new electronic process to verify the alien status of 7(a) and 504 loan applicants. Under the new process, 7(a) lenders and Certified Development Companies (CDCs) will submit verification requests to SBA, and SBA will access the USCIS system and then notify the 7(a) lender or CDC of the response.

All registration requests should be sent to the Sacramento Loan Processing Center (SLPC) at Sacramento504Register@sba.gov. SLPC will respond to such requests by providing instructions on how to complete registration and to use the electronic verification process.

Ms. Karin Mahnke of the Sacramento Loan Processing Center is available to answer any questions about the new electronic verification process. Her telephone number is 916-735-1196 and her email address is karin.mahnke@sba.gov.

Syracuse SBA District - YTD FY 11 by County
10/1/10 - 01/31/11

	504 Approvals		7A Approvals		Total 504 & 7A Approvals	
ALBANY	1	\$504,000	22	\$3,001,500	23	\$3,505,500
BROOME	2	\$710,000	28	\$5,525,900	30	\$6,235,900
CAYUGA			7	\$873,500	7	\$873,500
CHEMUNG			13	\$3,175,300	13	\$3,175,300
CHENANGO			6	\$831,800	6	\$831,800
CLINTON			5	\$1,760,000	5	\$1,760,000
COLUMBIA	2	\$429,000			2	\$429,000
CORTLAND	1	\$275,000	3	\$317,000	4	\$592,000
DELAWARE			1	\$50,000	1	\$50,000
ESSEX			3	\$2,302,000	3	\$2,302,000
FRANKLIN			4	\$314,000	4	\$314,000
FULTON	1	\$190,000	1	\$50,000	2	\$240,000
GREENE	1	\$219,000			1	\$219,000
HAMILTON			1	\$150,000	1	\$150,000
HERKIMER			6	\$455,000	6	\$455,000
JEFFERSON			4	\$270,000	4	\$270,000
LEWIS	1	\$273,000	1	\$66,000	2	\$339,000
MADISON			4	\$1,315,000	4	\$1,315,000
MONTGOMERY			1	\$39,000	1	\$39,000
ONEIDA	1	\$186,000	20	\$2,625,800	21	\$2,811,800
ONONDAGA	3	\$1,279,000	41	\$8,457,000	44	\$9,736,000
OSWEGO	1	\$264,000	12	\$3,761,100	13	\$4,025,100
OTSEGO			5	\$1,483,800	5	\$1,483,800
RENSSELAER	1	\$170,000	6	\$730,000	7	\$900,000
SAINT LAWRENCE	1	\$657,000			1	\$657,000
SARATOGA	5	\$1,122,000	25	\$5,127,100	30	\$6,249,100
SCHENECTADY	1	\$451,000	5	\$1,096,800	6	\$1,547,800
SCHOHARIE	1	\$642,000	2	\$304,000	3	\$946,000
SCHUYLER			6	\$1,377,000	6	\$1,377,000
STEUBEN			21	\$5,700,500	21	\$5,700,500
TIOGA			2	\$190,000	2	\$190,000
TOMPKINS	1	\$371,000	10	\$1,159,000	11	\$1,530,000
WARREN	2	\$824,000	10	\$793,000	12	\$1,617,000
WASHINGTON	1	\$340,000			1	\$340,000
Grand Total	27	\$8,906,000	275	\$53,301,100	302	\$62,207,100

Syracuse SBA District Loan Approvals - YTD FY 11 (10/1/10 - 01/31/11)
by number of loans

SBA 7(a) Loan Approvals

M&T Bank	77	\$14,803,000
NBT Bank	25	\$2,947,200
Five Star Bank	20	\$6,621,300
New York Bus. Devel. Corp.	19	\$5,353,800
The Adirondack Trust Company	15	\$1,451,500
KeyBank	14	\$962,500
Adirondack Bank	10	\$844,000
USNY Bank	7	\$2,126,000
Alliance Bank, N.A.	7	\$874,300
First Niagara Bank	7	\$808,000
Chemung Canal Trust Co.	7	\$395,000
Corning FCU	6	\$619,500
The Oneida Savings Bank	5	\$980,000
HSBC Bank	5	\$725,000
Tioga State Bank	4	\$2,455,000
Community Bank	4	\$464,500
JPMorgan Chase Bank	4	\$399,800
Solvay Bank	3	\$500,000
Saratoga National Bank	3	\$350,000
Berkshire Bank	3	\$311,500
Pathfinder Bank	3	\$290,000
Ballston Spa National Bank	3	\$253,200
Glens Falls National Bank	3	\$250,000
Citizens Bank	3	\$110,000
Legacy Banks	2	\$632,000
Tompkins Trust Company	2	\$400,000
Superior Financial Group, LLC	2	\$22,500
United Western Bank	1	\$2,285,000
Small Business Capital, LLC	1	\$2,152,000
TD Bank	1	\$1,200,000
City National Bank	1	\$320,000
Capital Source Bank	1	\$317,000
National Union Bank, Kinderhook	1	\$220,000
Newtek Small Bus. Finance Inc.	1	\$211,000
The Bank Of Bennington	1	\$204,000
The Lyons National Bank	1	\$160,000
Unity Bank	1	\$160,000

SBA 7(a) Loan Approvals

The Elmira Savings Bank.	1	\$72,500
Steuben Trust Co.	1	\$50,000
Total 7(a) Loan Approvals	275	\$53,301,100

504 Loan Approvals

Empire State Cert. Dev. Corp.	24	\$7,930,000
Greater Syracuse Bus. Dev. Co.	2	\$712,000
Operation Oswego County	1	\$264,000
Total 504 Loan Approvals	27	\$8,906,000

Total 7(a)& 504 Loan Approvals 302 \$62,207,100

504 Third Party Lenders

NBT Bank	5	\$2,967,462
First Niagara Bank	2	\$1,455,000
JPMorgan Chase Bank	2	\$1,192,400
National Union Bank, Kinderhook	2	\$1,140,000
M&T Bank	2	\$1,055,000
Solvay Bank	2	\$1,028,500
Community Bank	2	\$707,344
Pioneer Savings Bank	2	\$666,500
Tompkins Trust Co.	1	\$600,000
New York Bus. Devel. Corp.	1	\$310,000
Ballston Spa National Bank	1	\$297,000
Ulster Savings Bank	1	\$290,000
Alliance Bank	1	\$280,000
SEFCU	1	\$227,500
The Bank of Greene County	1	\$124,950
First National Bank of Scotia	1	\$120,000
Total Third Party Loan Approvals	27	\$12,461,656

Microloans

Alternatives FCU	8	\$130,800
Adirondack Economic Dev. Corp.	5	\$90,626
REDEC	5	\$8,000
Columbia Hudson Partnership	1	\$2,200
Total Microloan Approvals	15	\$231,626

Syracuse SBA District Loan Approvals - YTD FY 11 (10/1/10 - 01/31/11)

by dollar amount

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The Adirondack Trust Company	15	\$1,451,500
TD Bank	1	\$1,200,000
The Oneida Savings Bank	5	\$980,000
KeyBank	14	\$962,500
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Pathfinder Bank	3	\$290,000
Ballston Spa National Bank	3	\$253,200
Glens Falls National Bank	3	\$250,000
National Union Bank, Kinderhook	1	\$220,000
Newtek Small Bus. Finance Inc.	1	\$211,000
The Bank Of Bennington	1	\$204,000
The Lyons National Bank	1	\$160,000
Unity Bank	1	\$160,000
Citizens Bank	3	\$110,000
The Elmira Savings Bank	1	\$72,500

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Superior Financial Group, LLC	2	\$22,500
Total 7(a) Loan Approvals	275	\$53,301,100

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